

# AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE  
PAGE 1 OF 3 PAGES

2. AMENDMENT/MODIFICATION NO. **13**  
3. EFFECTIVE DATE **8/20/04**  
4. REQUISITION/PURCHASE REQ. NO. **N/A**  
5. PROJECT NO. (If applicable)

6. ISSUED BY  
CODE  
**NASA/Goddard Space Flight Center  
Donna Broderick, Code 200.3  
Greenbelt, MD 20771**  
7. ADMINISTERED BY (If other than Item 6)  
CODE

8. NAME AND ADDRESS OF CONTRACTOR (No. Street, county, State and ZIP: Code)  
**OA Corporation  
Attention: Mr. Keith Spencer  
7500 Greenway Center Drive  
Greenbelt, MD 20770**  
9A. AMENDMENT OF SOLICITATION NO.  
9B. DATED (SEE ITEM 11)  
10A. MODIFICATION OF CONTRACT/ORDER NO.  
**NAS5-98144**  
10B. DATED (SEE ITEM 13)  
**June 22, 1998**

## 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
(a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and data specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
**B/NC: GWT PPC: BX**

## 13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

- A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
- B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
- C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
- D. OTHER Specify type of modification and authority  
**X 52.212-4, Contract Terms and Conditions - Commercial Items, paragraph (C), Changes**

E. IMPORTANT: Contractor  is not,  is required to sign this document and return 3 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to incorporate the VIRTUAL TEAM (VTM) SEAT.

Accordingly see the attached page(s):

*1 meeting*

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) <b>KEITH L. SPENCER, SR. CONTRACT MANAGER</b>		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) <b>Donna J. Broderick</b>	
15B. CONTRACTOR/OFFEROR <i>[Signature]</i> (Signature of person authorized to sign)	15C. DATE SIGNED <b>8/19/2004</b>	16B. UNITED STATES OF AMERICA BY <i>[Signature]</i> (Signature of Contracting Officer)	16C. DATE SIGNED <b>8/20/04</b>

The following lists the indicated changes:

1. Revise ATTACHMENT E – ODIN SERVICE MODEL, E.2.3 COMMUNICATIONS SEATS/SERVICES, E.2.3.1 SUMMARY (COMMUNICATION SERVICES TABLES), E.2.3.1 COMMUNICATION SERVICES TABLE adding VIRTUAL TEAM MEETING (VTM) SEAT as the last paragraph in the section as follows:

**Virtual Team Meeting Seat**

<b>Virtual Team Meeting Seat Type</b>	<b>VT M</b>
Small	<b>S</b>
Medium	<b>O</b>
Large	<b>O</b>
Extra Large	<b>O</b>
Unlimited	<b>O</b>

2. Revise ATTACHMENT E – ODIN SERVICE MODEL, E.2.3 COMMUNICATIONS SEATS/SERVICES, E.2.3.1 SUMMARY (COMMUNICATION SERVICES TABLES), adding VIRTUAL TEAM MEETING (VTM) SEAT as follows:

**E.2.3.10 VIRTUAL TEAM MEETING (VTM) SEAT DESCRIPTION**

Service Description: Enables a user to plan virtual meetings for specified total people minutes per month. This service provides data only meeting support.

The following are the categories of participation for this service:

- Host –the subscribed user who schedules and initiates the meeting. The host can transfer the “hosting capability” temporarily to another individual who is either internal or external to the NASA and has internet access.
- Presenter –the person with the current presentation privilege. The host can designate anyone in the meeting as a presenter.
- Attendee - anyone who has been invited and has received the meeting credentials (meeting number and meeting password).

The Contractor shall provide the host with an account code to initiate a Virtual Team Meeting at any time. The Seat services include Online Chat Room. All connections and the Virtual Team Meeting service shall comply with the requirements of NPR 2810.1.

The Seat types support simultaneous meetings, as long as the number of total people meeting minutes remains within the quantities specified for the seat type.

The Small, Medium, Large, Extra Large and Unlimited VTM seat types are as follows:

Seat Type	Typical Service Characteristics
Small	Provides the user with a host account that can be used to initiate virtual team meetings of up to <b>480</b> total people meeting minutes per month
Medium	Provides the user with a host account that can be used to initiate virtual team meetings of up to <b>3,600</b> total people meeting minutes per month
Large	Provides the user with a host account that can be used to initiate virtual team meetings of up to <b>7,800</b> total people meeting minutes per month
Extra Large	Provides the user with a host account that can be used to initiate virtual team meetings of up to <b>18,000</b> total people meeting minutes per month
Unlimited	Provides the user with a host account that can be used to initiate virtual team meetings. There is no limit on the meeting minutes per month.

3. Revise A.2.1 LIST OF ATTACHMENTS, ATTACHMENT P PRICE LIST as follows:

From: The electronic copy of the price model is incorporated into the contract.

To: The electronic copy of the price model for the basic agreement is incorporated into the contract. The electronic copy of the price model for the VIRTUAL TEAM MEETING (VTM) SEAT price is incorporated into the contract.

All other terms and conditions of this contract remain unchanged.